

MINUTES OF THE MEETING OF THE  
SOUTH DAKOTA INTERAGENCY COORDINATING COUNCIL  
JANUARY 7, 2004 – DDN – SIOUX FALLS, WINNER, RAPID CITY, PIERRE,  
TIMBER LAKE, ABERDEEN, VERMILLION

**Members Present:**

Misty Miller, Roz Goodwin, DiVina Baker, Anne Reddy, Pat Monson, Deb Barnett, Judy Hoscheid, Nancy Hoyme, Donna Olivier, Kristi Klein, Monica Mayer

**Members Absent:**

Byron Petersen, Stephanie Krusemark, Casey Murschel

**Others Present:**

Barb Hemmelman, Crystal Goeden, Jan Elsing, Mark Boyd

**Call to Order:**

The meeting was called to order at 1:00 PM Central Time by Chairperson Misty Miller.

**Previous Meeting Minutes:**

The meeting minutes from September 25, 2003 were reviewed with no additions or corrections noted. Deb Barnett moved to accept the minutes as written, seconded by Kristi Klein. Motion carried.

**Approval of Agenda:**

The agenda was approved with the following two additions: (1) Provider Recognition, and (2) Annual Performance Report Update.

**Old Business:**

Social Emotional Workgroup: Barb Hemmelman gave an update on what events have taken place since the last State ICC Meeting: A meeting between Barb Hemmelman and DSS/Child Protection occurred regarding the possible new referral requirement for DSS when it comes to children that have been reported as abused or neglected. DSS already has rule language in place and are working on procedures. IDEA regulations are still draft. DSS refers children to the Birth to 3 Connections Program currently and believes they are already meeting the requirement. DSS case workers will be polled to see if any issues are being overlooked. Results from that poll are still coming.

The social/emotional workgroup met regarding the Ages & Stages Social Emotional Checklist and its effectiveness. The workgroup invited a Head Start provider who uses the Ages & Stages Social Emotional Checklist. Her report was that it is thorough and she supports the use of it. Other questions and concerns were raised from the workgroup such as: "If a child doesn't pass the screening, is it an appropriate referral for evaluation?" "Do school districts have the capability to evaluate in the social/emotional area?" "What do Mental Health Centers have in place?"

The council agreed that collaborative efforts between Birth to 3 Connections, DSS/Child Care Services, and DHS need to occur often as each Dept. is working on this issue in similar ways. Barb Hemmelman agreed to set up a conference call to continue working on these issues.

State Improvement Grant: Barb Hemmelman informed the council that the Dept. of Education received the State Improvement Grant (SIG) which is targeted for personnel development. The majority of the grant is for school age (3-21) providers but there is a small amount built in for (0-3) providers. Request for Proposals are currently out to 2 pilot site areas which focus on regional training needs. On the state level for 0-3 age providers, Barb Hemmelman is working on bringing in a trainer, Robin McWilliams, Director of Vanderbilt Children's Hospital, in Nashville, TN. Robin McWilliams will introduce providers to a "Primary Service Provider Model" (PSP). This particular model will involve a train the trainer method along with core training teams. Barb emphasized that this PSP model is an optional method for providers to use. It is hoped that if this model is used by providers in the future, it may provide some cost savings to the Part C program. The training will occur this summer 2004.

Monitoring Update: A quick summary was given by Barb Hemmelman on the Part C monitoring process. Two applicant areas, Northwest Area Birth to 3 and Southeast Birth to 3, have already completed the off-site reviews. Easter Seals is scheduled for February 2004. The reviews are going well with no significant compliance issues. Barb explained in detail the monitoring process involving file reviews, parent and provider interviews and parent surveys.

Provider Recognition: Crystal Goeden announced the 0-3 providers to be recognized for 2003. There were 3 categories for service coordinators to submit nominations: Physician/Pediatrician, Early Intervention Provider, and General Professional. Dr. Lynn Simmons, Pediatrician from Black Hills Pediatrics, Deb Beilke, Early Childhood Teacher from Miller, and Paula Gibson, Community Health Nurse from Tyndall received recognition. Each professional will be recognized in a newsletter/journal of their field along with receiving a certificate of appreciation from Birth to 3 Connections. All other nominees receive a letter thanking them for their hard work and service. Crystal reminded the council that this activity originated from the State ICC public awareness group that occurred several years ago.

Annual Performance Report: Barb Hemmelman reported to the council about submitting the Annual Performance Report to the Federal Part C Office, due March 2004. The State ICC needs to be involved by reading the report prior to its submission to the federal office. Barb explained that the format has changed in the report as it is now data driven. The self-assessment of the Part C program is not needed until next year's annual performance report (APR) that covers 2003 & 2004.

#### **New Business:**

Election of Chairperson: Nominations for a new chairperson occurred. Deb Barnett nominated Roz Goodwin. Pat Monson seconded the motion. The motion was carried. Nominations for vice chairperson occurred next with Misty Miller nominating Monica Mayer. Monica Mayer declined the nomination. Roz Goodwin nominated Donna Olivier. Deb made the motion for nominations to cease. Judy Hoscheid seconded the motion. The motion was carried.

Discussion took place about the By-Laws needing more clarification in the following areas: the calendar year should be from January to December, the chairperson having a 1 year term with the vice chairperson automatically moving up as chairperson and a new vice chairperson then be elected. The By-Laws subcommittee agreed to rewrite the By-Laws in order to reflect the clarifications and bring back to the council's next scheduled meeting. The subcommittee includes: Jan Elsing, Kristi Klein, and Donna Olivier.

December 1 Child Count: Barb Hemmelman reported on the 2003 child count. The **unofficial** count of children on active IFSPs for 2003 is 828. Of the total of 828 children, 69 are under the age of 1, 269 are age 1, and 490 are age 2. Barb pointed out that this was a definite increase from the 2002 child count of 705. The number of children exiting the Birth to 3 Program for 2003 was 615.

Funding Formula/Request for Proposals: A summary was given by Barb Hemmelman regarding the current funding formula and how changes are being considered at this time. Discussion revolving around service coordination hours took place. Barb announced that the federal application for Part C, due April 2004, must address this area. Barb reported that the Center for Disabilities Birth to 3 Program recently submitted a recommended change to the base formula.

In addition, funding issues were discussed. Federal Part C dollars is not expected to increase. The use of general funds might be available if needed due to the increase of the 2003 child count.

New Service Coordinator: Jan Elsing announced that Southeast Birth to 3 Connections recently hired Paula Albers for the position of Service Coordinator. Paula's contact information will be the same as the previous service coordinators.

Resignation of Data Encoder: Barb Hemmelman informed the council members that Kari Porch, data encoder/claims clerk for the State Birth to 3 Office, resigned. The position is currently open.

Federal Application for Funds: It was reported by Barb Hemmelman that the only requirement for this year's application for funds is the budget and assurance statements in order for us to continue the program.

The State ICC members will get to review prior to submission. The Federal Application is due April 2004. Funds will then be released July 1, 2004. No significant changes have been made, therefore, no public comment is needed.

Date for the Next SICC Meeting: The next meeting will be held on April 23, 2003 from 9 AM to 3 PM Central Time at the Holiday Inn Express in Ft. Pierre, SD.

Meeting Adjourned: Roz Goodwin moved and Donna Olivier seconded that the meeting be adjourned. The meeting adjourned at 3:15 PM.